Overview

At Caltech Internal Charges are the mechanism for an organization on campus to charge another organization. From 2010 to 2015 over 2.5 million transactions were submitted via the Caltech Internal Charges system. On rare occasions a transaction will have a validation error during the nightly process that brings these transactions into the Oracle financial system. In fact less than one-fifth of 1% of all transactions during the same time period had an error! However, on these very rare occasions when an error occurs the transaction must either be corrected and resubmitted or deleted by the person responsible for the transaction.
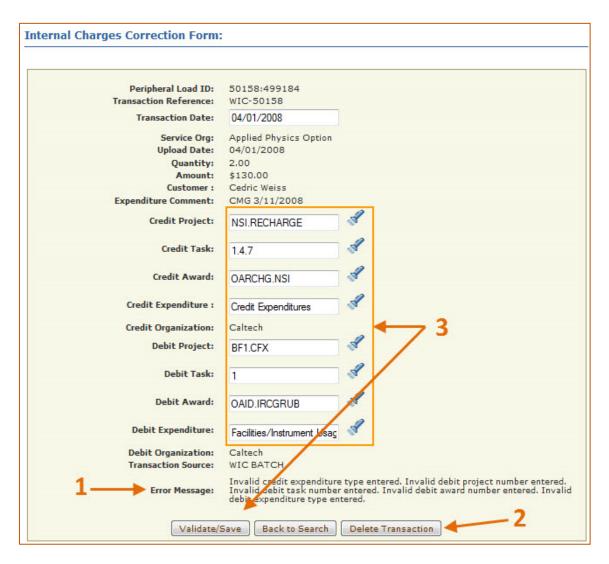
Searching for a Transaction

1. Via access.caltech login to *Internal Charges*.

2. Click on the *Transaction Corrections* link in the menu on the left. A list of erred transactions to which you have access to correct will appear below the *Search*.

3. If you need to find a specific transaction enter search criteria in the *Search* area.

4. Click on the link for the transaction you would like to correct.

Correcting the Transaction

1. Error Messages for the transaction can be found at the bottom of the *Internal Charges Correction Form*. The most common error is related to the debit or credit PTA. For more information on troubleshooting issues related to the PTA, please see the next section of this document.

2. If the transaction should not be charged or corrections cannot be made, click on the *Delete Transaction* button.

3. If the transaction can be corrected, then make the needed changes and click on the *Validate/Save* button, which will revalidate the transaction and, if valid, resubmit for processing that night. Upon passing validation the system will navigate you back to the *Search* page.
    NOTE: A transaction may be valid at the time that you resubmit, however, may become invalid prior to the processing because of something updated on the credit or debit PTA between the time you resubmit and the nightly job is begun.
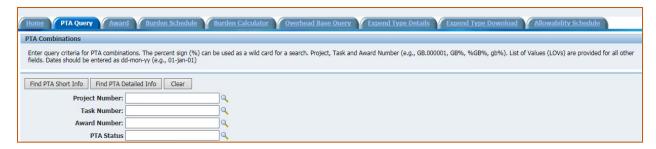
Validations

There are several validations that occur when each transaction is submitted. The validation process checks the expenditure item date against the PTA Start and End Dates for both the debit and credit PTA, the types of expenditure types used against the Service Organization and Debit and Credit Awards, all Project and Award statuses, as well as the chargeability of both Tasks. In addition, during the nightly process each transaction is compared to previously submitted transactions to make sure that there are no duplicate transactions.

Expenditure Item Date vs. PTA Start and End Date

The transaction's expenditure item date must be between both the Debit and Credit PTAs' Start and End Dates. If the true expenditure item date exists outside the PTA Start and End Dates then a new PTA must be selected for the transaction to be valid.

TIP: Use the *PTA Query* within the *Financial Queries* tool to check if a PTA may be used for a transaction. You can access the *Financial Queries* via access.caltech.

PTA Status

Both the Debit and Credit PTAs must have a PTA Status of Active, At Risk, or Approved. PTAs with statuses of Closed, On Hold, or Unapproved are not valid for transactions.

Chargeable

In order for a PTA to be *Chargeable* the following must be true:

- PTA Status is Active, At Risk, or Approved

- Expenditure Item Date is between the PTA Start Date and PTA End Date

- The Task is marked as Chargeable within Oracle

NOTE: The *Chargeable?* Column in the PTA Query indicates if the PTA is chargeable for **today**. If the PTA Status is Active, At Risk, or Approved **AND** the Task is marked as chargeable within Oracle, a transaction with an Expenditure Item Date in the past may still be valid as long as the Expenditure Item Date is between the PTA's Start and End Dates. HOWEVER, that PTA will show a "NO" in the *Chargeable?* column because transactions submitted with today's date would not be valid since today's date is not between the PTA Start and End Dates.

Expenditure Type

Validations check for two different things in regards to Expenditure Types used:

- Is the Credit Expenditure Type usable for the Service Organization chosen?

- Is the Credit Expenditure Type allowable for the Credit Award Number and is the Debit Expenditure Type allowable for the Debit Award Number?

Service Organization

In Oracle valid Expenditure Types are mapped to appropriate Service Organizations. For example, the Athenaeum may use the Expenditure Type of *Bar* because they sell alcohol. However, there is no reason for the Office of the CIO to use this expenditure type. Therefore the Expenditure Type of *Bar* is mapped to the Athenaeum but not to the Office of the CIO.

In addition, only a subset of these mapped expenditure types are available as a Credit Expenditure Type. In fact, for most Service Organizations the only Credit Expenditure Type available is *Credit Expenditures*.

Award Allowability Schedule

When an Award is setup in Oracle an Allowability Schedule is chosen that dictates those Expenditure Types that can be charged against the award. For example, charges for the Expenditure Type of *Bar* are not allowable on Federal Awards, therefore this expenditure type will not be available for federally-funded PTAs.

NOTE: Only valid Expenditure Types will be shown in the Credit and Debit Expenditure Type Search, which is accessible by clicking on the flashlight icon next to the Expenditure Type field.